

Barbara A. Guthneck
8577 Farm to Market Rd
Libby, Montana 59923
406-293-3620

November 15, 2002

Jim Christiansen
Environmental Protection Agency
501 Mineral Avenue
Libby, MT 59923

Dear Mr. Christiansen,

I met you Tuesday, November 12th, 2002 at the Technical Assistance Grant meeting and was very impressed with your presentation. You said at the time you were introduced to me that you were terrible with names and probably wouldn't remember, but I was the person who you said summed up and said in two sentences what you had been talking about for the past 10 minutes. George Keck, the acting Chairman of the TAG and I were the authors of the Libby TAG grant proposal. I have excellent writing, research, listening, clerical and analytical skills.

I understand that you announced that you may be hiring a community liaison to assist you. I am very interested in the position, either as a consultant or as an EPA employee.

I believe I could be a great asset to you, gathering information, organizing and filtering it as you requested. I feel I could be a good spokesman for you, within whatever parameters you set out.

I have lived in Libby eleven years. It takes a long time, to learn and fit in with the culture of South Lincoln County, but I feel I have finally succeeded. I know and get along with virtually everyone, including Clinton Maynard.

I've attached a resume. If you are interested in my qualifications and would like to talk further, please call me at 293-3620.

Sincerely,



Barbara A. Guthneck

Barbara A. Guthneck
8577 Farm to Market Rd
Libby, Montana 59923

Phone 406-293-3620
FAX 406-293-3951
U.S. Citizen
Veterans' preference: None

SSN 219-48-8302
guthneck@hotmail.com
Reinstatable
Highest Federal grade GS-9

Position Desired: Liaison - EPA/Libby Community

Experience:

Business/Financial Consultant - Business Solutions Now - Libby, Montana - (Owner) - Strategic planning, project management, project monitoring, budgeting, cost/benefit analysis, procurement, system requirements analysis, business workflow analysis, business process re-engineering, system analysis and design, data modeling, package selection, system implementation and development. Design, development, acquisition and evaluation of large, medium and small scale application information systems and the required supportive technology environments, both centralized and distributive. Served public sector, non-profit and private clients. Prepared RFP's, proposals in response to RFP's. Special expertise in budget planning, forecasting, investment portfolio analysis, decision and support systems and data modeling. Guides strategic planning from planning through implementation to implement performance-based management. Assist in the setting of long-term goals and objectives; translating these goals and objectives into budgets and program plans; implementing programs and monitoring their performance and evaluating results. Studies and applies laws, regulations and policies applicable to current work. (Oct 92 - Present, Part time, 5 year equivalent Budget Analyst work, \$40/hr)

Executive Director - Libby Community Interagencies, Inc., P.O. Box 390, Libby, MT 59923 - (Supervisor Pam Rhodes 406-293-3951) LCI is a non-profit 501(c)3 charitable corporation which provides community and school-based alcohol and drug prevention and other "healthy choices" programs. Responsible for the operation of all agency programming, personnel, budget, accounting, purchasing, contracting, board and staff development, annual budget development responding to RFP's, negotiate with grant and funding sources, ensure compliance with government regulations and standards and community relations. Provide governing Board with financial and analytical service and financial/statistical strategic analyses relating to budgets and ongoing monitoring of operations. Assist Board in financial decision making and planning. Responsible for budgeting and budget analysis, review of internal controls, variance analysis, application of comprehensive auditing principles to determine the reliability of financial statistical information used for budgeting and monitoring purposes; development of appropriate ratios for analytical purposes, prepare adhoc reports or analyses and administers educational programs on finance. Review the financial position of programs/services and the ongoing cost-benefit financial viability of such programs and services and provide viable alternatives with full and complete analytical support to the Board to enable defensible decisions to be made to provide ongoing cost-effective products and services. Design and prepare financial reports, accounting procedures, auditing and analytical review. Utilize multiple language audits, microcomputers, mainframes, data communications and local and wide area networks, computer-aided audit tools to gather information and conduct audit test, communicate orally and in writing. Create database, manage, monitor and troubleshoot, extract and transform data to write scripts to get the data out in an easy to understand format. Negotiates blanket purchase agreements and contracts with vendors. Examines and certifies vouchers/invoices for payments and monitors budget levels. Maintains expertise in laws, regulations and policies for all grantors to assure we are in direct compliance at all times. Writes speeches for Board members and addresses friendly and hostile audiences up to 1,200 persons in attendance. - Mar 93 - Present, Part time 3 year equivalent Budget Analyst work) - Salary \$26,000)

Business Management Assistant/Administrative Officer - GS-303-8 & GS-341-9 - U.S. Forest Service, Superior Ranger District, P.O. Box 460, Superior, MT 59872, Supervisor, Bob Meuchels, Big Bar Ranger District, Star Route 1, Box 10, Big Bar CA 96010 Supervisor, Dave Wright - Performs budget analysis, preparing justifications for annual and out-year budget and operating plans. Performs budget formulation, justification, presentation and execution. Responsible for a segment of the District's budget, programs and organizational structure. Provides advice and guidance to managers, financial staff and other offices. Formulates budget policy and operating procedures and conducts technical review of budget data and materials. Represents District at major budget policy and strategy meetings. Utilized data bases to prepare various financial reports and compile data for fiscal year submissions. Evaluates and inputs data into financial databases, examines and certifies vouchers/invoices for payments and monitors budget levels. Develops budget estimates for the District. Expertise in the application of related laws, regulations, policies, precedence, methods and techniques of budgeting. Research and interpret and apply laws, rules and regulations. Monitors the use and rate of expenditure of budgeted funds. Keeps management advised of the status and availability of funds in various accounts. Prepares a variety of reports and charts covering the status of funds, expenses and obligations. Developed District's budget and program planning. Developed overhead accounts. Conducted needs analysis from program and budget historical records and future needs. Provided daily administration of budgets. Researched department policies (GS-9 2/78 - 10/79 - 1.2 equivalent years, GS-8 7/80 - 8/84 - 3 years equivalent)

Management Analyst - GS-343-9 - U.S. Housing Urban Development, 450 Golden Gate Ave, San Francisco, CA 94102 - (Supervisor, Bill Collins) Conducted cost benefit analysis studies of HUD programs, utilizing statistical analysis techniques. Performed cost analysis on information system requirements and developed alternative approaches. Audited financial management control systems and recommended changes to improve future budget cost estimating and control process. Defined nonessential factors and reduced. Guide agency in focusing on mission, agreeing on goals and reporting results for improved performance. Guide agency in strategic planning and function-specific plans tied to annual performance plans, budgets and reports. Five years of High School Spanish enabled me to assist the Spanish speaking public as requested. (12/76 - 12/77 .7 Budget Analyst equivalent years)

Program Analyst - GS-345-7 General Services Administration, 2231 Crystal Drive, Arlington, VA 22202 Supervisor, Dale Haines) Develops budget formulations and presentation strategies for presenting the program/project budgets to OMB and to Congress. Tracks pending appropriation legislation through Congress and prepares advisory reports and summaries for use in budget planning. Formulates budget and cost estimates to support GSA programs, facilities and services, analyzes the relative costs and benefits of alternative program plans and checks the aspects of the acquisition and use of funds for program and administrative purposes. Responsible for the GSA budgetary operations for the northwest region of the United States. Develop justification statements for requested multi-year and no-year appropriations; present budget estimates to fund-granting and reviewing authorities, brief agency officials on testimony to be given at formal budget hearings and available to testify as an expert technical witness on behalf of the requested budget, provide expert advice to program and financial management officials and recommend effective and efficient means of using agency funds. (12/74 - 12/75 .8 Budget Analyst equivalent years)

Education: Degree

Du Val High School
9880 Good Luck Road,
Lanham, MD 20706

University of Maryland
College Park, MD
Undergrad work

Sussex College of Technology
Sussex, England
B.S. Business Admin/Psychology

Awards

Cash Award - "For developing internal financial systems and promoting the efficient and effective use of resources to ensure public trust and confidence." Sept 2002 .

Letter of Commendation - "For analyzing and restructuring human and fiscal resources for a highly effective major reorganization of the Administrative Services Office

QSI - Team Work in exceeding District goals. June 1983

Community Pride Award - For Community Building, Grant Writing and Fund Raising for the Superior Schools

why this group?

Decisions? EPA related

Troy

Grace